PRINTING AND SEARCHING REPORTS

It is recommended, to print reports that you export the report to PDF by using the Export icon on the

toolbar![PDF icon].   You can navigate and print reports from the browser, but is more cumbersome to navigate and you will only be able to print one page at a time.   Exporting to PDF will allow you to print, page through and search your reports and pivots.

Printing in Adobe Acrobat Reader

To print within Adobe you can <click> the print button![print icon].   A standard print menu will pop up. <Select> your printer and the pages you would like to print.
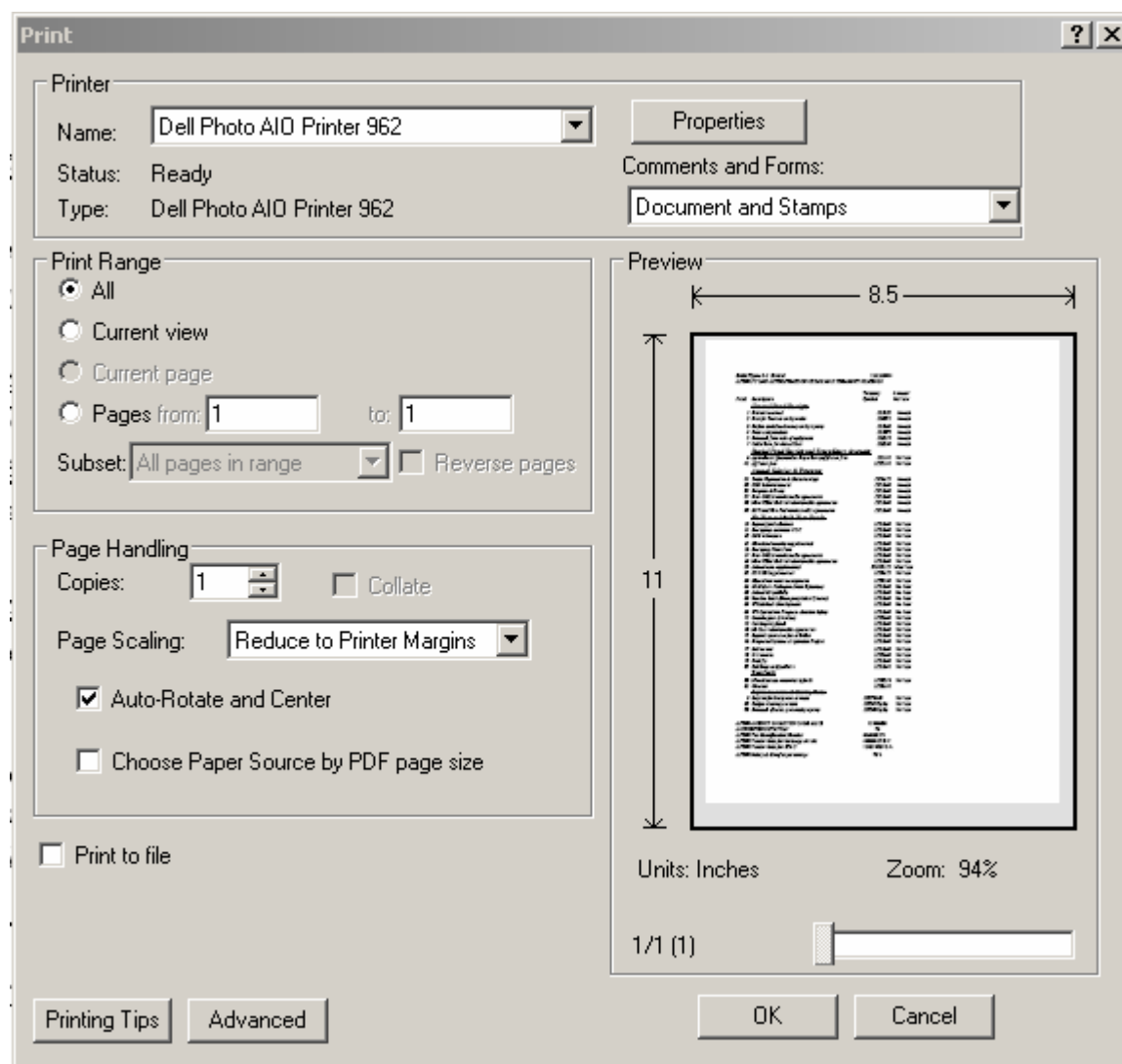
Downloading Adobe Acrobat Reader
If you do not have this installed, Adobe Acrobat Reader can be downloaded for free from www.adobe.com, or contact your IT administrator to install it upon your computer.
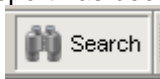
Searching for Text within Adobe Acrobat Reader
If you are trying to locate a value or field in a report that a limit does not provide, again it is recommended that you export your report to PDF format and perform a text search within Adobe.

To do this:

1. Export your report to PDF by selecting the export to PDF icon
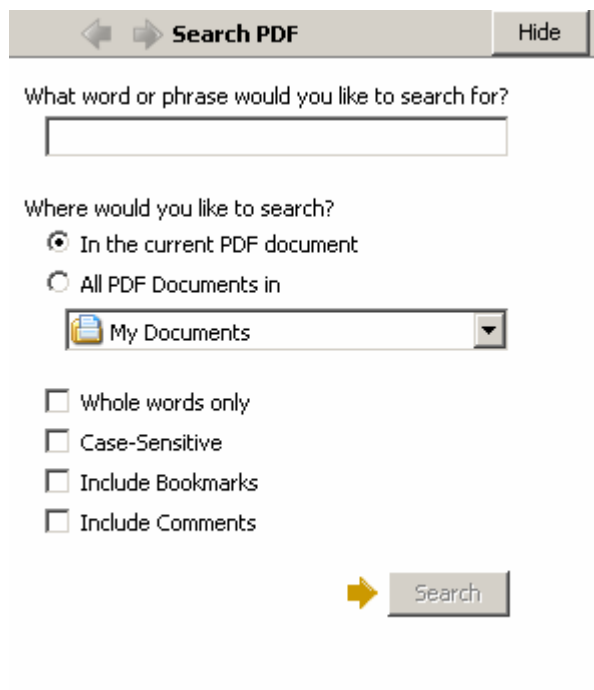
2. Once the report has been exported, click upon the search button illustrated by the pair of binoculars.

3. You will now be presented with the Search PDF Task bar on the right of the screen as shown below:
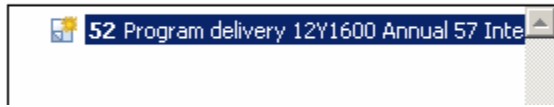
4. Enter the text or characters you want to search for in the "What word or Phrase would you like to search for?" field.
5. For example searching for fund "52" in this example, I would type as follows and select the Search button at the bottom.

6.
7. A search will now be done across the document and yield all matching results. On the right hand side task bar.

Results:

8.

9. Simply select the result found and you will be take to that occurrence within the report or document.